



Job Title: Settlement Worker

Summary:

Kiwassa Neighbourhood House is a multi-service community agency operating in East Vancouver, with a mission to cultivate opportunities with people and partners to build a socially just, resilient, and connected community. We are seeking a full-time Settlement Worker to join our team, particularly to strengthen the settlement and integration process of newcomers who speak Chinese, Vietnamese and/or Tagalog.

A bit about you: You see the importance and strength of newcomers in our communities, and their role in contributing to the health and vitality of Canadian society. Your experience demonstrates a strong personal and professional understanding of settlement and integration process, and bring an anti-oppression and social justice lens to your work. Candidates should be excited about an opportunity to provide day-to-day support and services for new immigrants and refugees through Kiwassa's Settlement Program. This is an opportunity to help newcomers build their futures, and strengthen relationship-building with other settlement services agencies and community programs across the region.

Responsibilities:

- Initiate community outreach and engagement strategies to share and promote program services for newcomers.
- Help create a welcoming and inclusive community, where newcomers can find services, connections and knowledge that will enable their success and inclusion.
- Collaborate and build relationships with other community agencies and settlement service providers.
- Maintain confidential client case files with timely and accurate records management and electronic data entry, analysis and reporting to support learning and compliance through House.
- Willingness to be trained in iCARE, IRCC requirements and BCSIS reporting system.
- Provide settlement and employment-related orientation to clients through one-to-one and group activities and workshops.
- Assist with client case-load management- conduct related intake, initial needs assessments and referrals to a range of services for portfolio of newcomer clients.
- Assist with individualized action plans, provide monitoring, evaluation and ongoing support and coaching and linking to community and employment opportunities.
- Maintain current inventory of resources for newcomers.
- Stay up-to-date on trends in settlement policy and practice.
- Work to effectively integrate settlement services with in-house and community programs.

Qualifications:

- Personal and professional experiences in settlement and integration of newcomers in Canada.
- Minimum two years of work experience providing community-based settlement services.
- Minimum three years of relevant post-secondary education/training, or equivalent combination of education and experience.
- Superior organizational and administrative skills.
- Experience working with client database systems, including data entry, analysis and reporting. Knowledge of iCARE ideal.
- Experience in assessing client needs and completing and monitoring settlement action plans.
- Demonstrated experience in design, delivery and facilitation of group presentations and workshops.

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- Good knowledge of community resources, services and programs available to newcomers.
- Fluency in English AND Mandarin, Cantonese, Vietnamese and/or Tagalog.

Skills and Abilities:

- Demonstrated ability to effectively deal with people from diverse personal and professional backgrounds
- A passion for helping people find a sense of belonging and connection to community
- Strong written and oral communications skills
- Will be knowledgeable about the Canadian legal, political, cultural, employment, educational, and economic systems, and the community resources that are available for clients;
- Working knowledge of standard office equipment and software applications (word processing and spreadsheets)
- Current and satisfactory Criminal Records Check

Remuneration:

This full-time position offers a starting salary of \$25.38 per hour and an outstanding benefits package, including 4 weeks' vacation, employer RRSP contribution, extended health & dental benefits.

APPLICATION DEADLINE: August 23th, 2019

Interested applicants are requested to submit a cover letter and resume, Re: Settlement Worker with cover letter to: careers@kiwassa.ca

We thank all applicants for their interest. However, only short-listed applicants will be contacted.

Kiwassa grows a welcoming and inclusive community in the vibrant Hastings-Sunrise and Grandview-Woodlands neighbourhoods of East Vancouver, located on the traditional, unceded and occupied territories of the Skwxwú7mesh (Squamish), Səlilwətaʔ/Selilwitulh (Tsleil-Waututh), and xʷməθkʷəy̍əm (Musqueam) Nations.

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